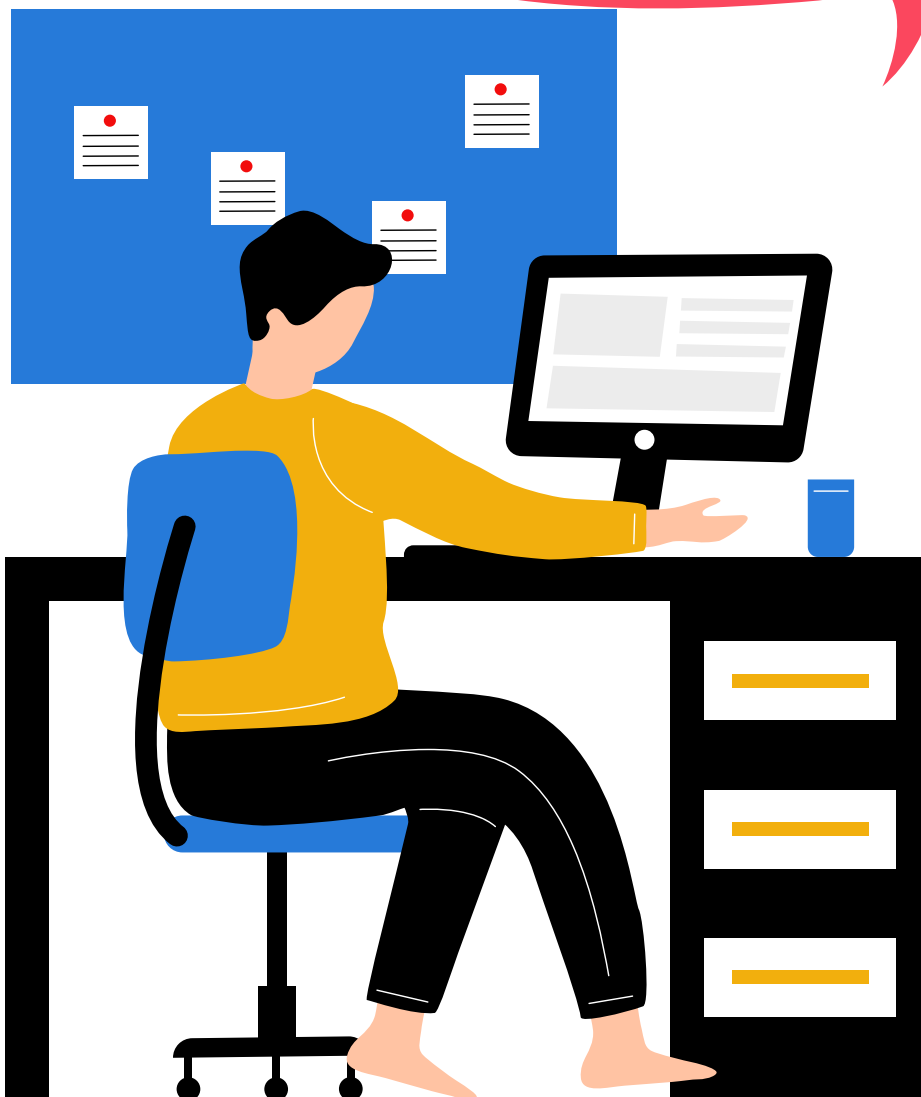


# KICUP SKILLS

## PREPARING FOR THE WORLD OF WORK

RECOMENDED AGE 13+

\*KICup stands for Kids in Care, the up represents the high aspirations we have for you. This name was created by care experienced people within Three Circles Fostering.



# THE WORLD OF WORK

Supporting you in preparing for your future is the most important thing we can help you with. We encourage you to make education a top priority and we will support you to stay in education for as long as you need and want to.



We have specialist teachers at NT&AS who can help you explore your options and help you to make applications.

NT&AS will listen to you and try to understand ways to help you succeed.

In this short guide we will share some tips on applying for work and tools to creating a CV. There is a separate guide for those of you interested in higher education.



# TIPS WHEN APPLYING FOR JOBS

---

## 1. Keep it real

Tell the truth about what you have achieved. Don't risk someone finding out that small untruth.

## 2. Sell yourself

We're not very good at blowing our own trumpets, but you should in your CV. This is a document about your achievements, education and any previous employment. Find ways of being positive about who you are and what you have achieved.

## 3. Remember - qualities and qualifications

Employers are not only interested in your school qualifications. Your qualities are even more important!

## 4. Sweat the small stuff

Take care over the smallest details in your CV.

Inaccurate and incomplete CVs won't get to the top of the pile.

## 5. Match the job

Check out what the employer wants in the job description and think about how you tell them that you are the person they are looking for!

Always customise your CV to match the job.

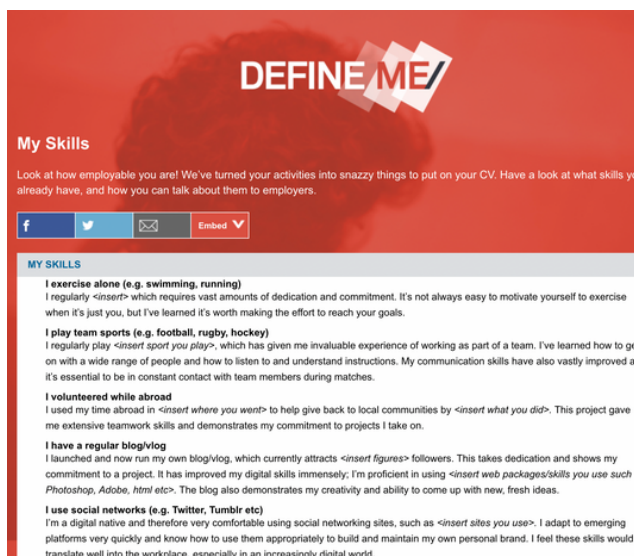
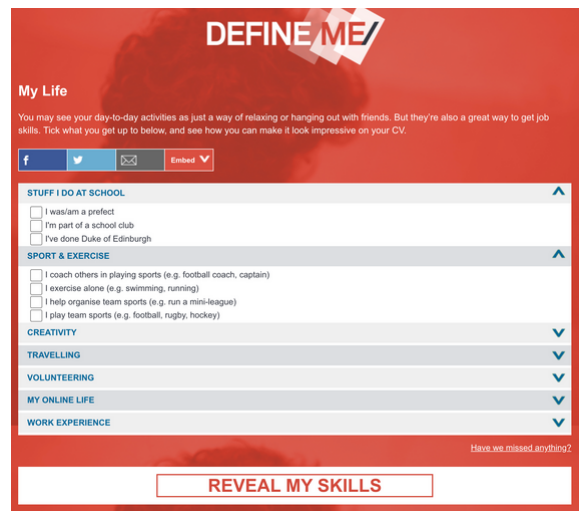
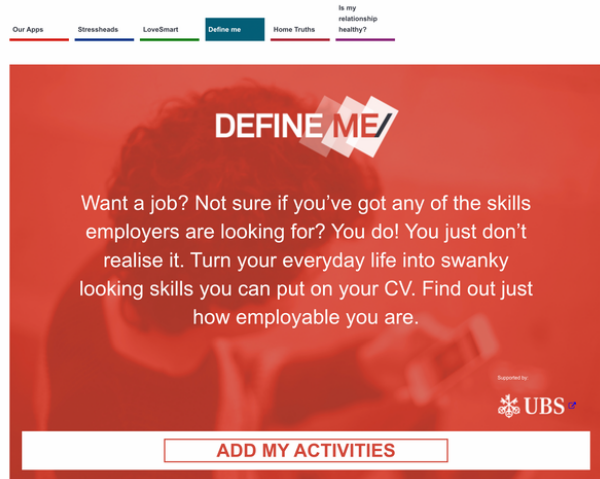


# CREATING YOUR CV

## Where to start?

Ready to mke your CV but not sure where to start? The folks at The Mix have created a tool that will help you to identify skills that you can put on your CV.

Go to: <https://www.themix.org.uk/apps-and-tools/define-me> and click 'add my activities'. Tick the boxes to the statements that match your skills.



You will then be given a list of statements you can use in your CV

# MORE INFORMATION

CV worksheet from the Prince's Trust:

[https://www.princes-trust.org.uk/Document\\_Employability\\_Applying-for-Jobs\\_CV-Template.pdf](https://www.princes-trust.org.uk/Document_Employability_Applying-for-Jobs_CV-Template.pdf)

CV checklist from The Mix:

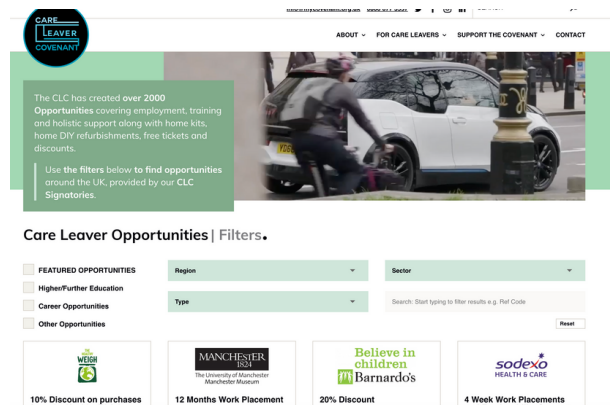
<https://www.themix.org.uk/work-and-study/getting-a-job/cv-checklist-2315.html>

Interview body language tips from The Mix:

<https://www.themix.org.uk/work-and-study/getting-a-job/interview-body-language-tips-1220.html>

Employment and offers specifically for care leavers delivered through the Care Leaver Covenant:

<https://mycovenant.org.uk/for-care-leavers/care-leaver-opportunities/>

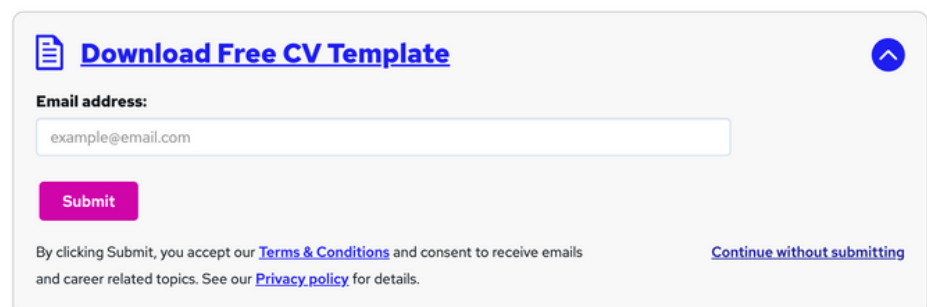


The screenshot shows the 'Care Leaver Opportunities' page on the Care Leaver Covenant website. It features a search bar and several filters: 'Region', 'Sector', and 'Type'. Below the filters, there are four featured opportunities from different organizations: WEIGH (10% Discount on purchases), MANCHESTER RSA (12 Months Work Placement), Believe in children Barnardo's (20% Discount), and sodexo HEALTH & CARE (4 Week Work Placements). A text box on the left explains that the CLC has created over 2000 opportunities covering employment, training, and holistic support.

Free blank CV template can be downloaded at the REED website:

<https://www.reed.co.uk/career-advice/free-cv-template/>

Scroll down on the page and click to download the free teamplate. If you do not wish to put your email in, click 'continue without submitting' and the doanload will start automatically.



The screenshot shows a form titled 'Download Free CV Template'. It includes a text input field for an email address, with 'example@email.com' entered. Below the input field is a purple 'Submit' button. At the bottom of the form, there is a line of text: 'By clicking Submit, you accept our [Terms & Conditions](#) and consent to receive emails and career related topics. See our [Privacy policy](#) for details.' To the right of this text is a link that says 'Continue without submitting'.

# COURSES

---

## Youth Employment UK

- Non-profit social enterprise with the aim of tackling youth unemployment.
  - Young Professional Training
  - Young people aged 14-24 can sign up free to boost their life and work skills
  - Provided with skills support from our experts and youth ambassadors
  - Given opportunities from youth friendly employers and organisations
  - Careers guides
  - Help shape UK policy on youth employment
  - Free Online Courses
    - Courses include:
      - Journey to work
      - Explore apprenticeships
      - Preparing for your future



## Future Learn

- Offer some FREE courses. Some content is paid for so be mindful of that when browsing.



## The Open University

- Have a number of FREE courses. A lot of these are not suitable for learners at the beginner level but there are a lot of courses on offer
  - E.g. [You and your money \(12 hours\)](#) [You and your money - OpenLearn - Open University](#)



# COURSES

---

## Skills For Life

- The Skills Toolkit is a range of free, high-quality online courses designed to fit around you. Using the Skills Toolkit could help you build up your skills, boost your CV and progress in work.
- This program helps develop digital, numeracy and transferable skills that are sought after by employers and helps strengthen your CV.
- The courses are short and flexible.



## Code Academy

- Online interactive platform that offers free coding classes in 12 different programming languages.



## National Citizen Service

- National programme providing free experiences for young people. These include social enterprise projects and residential trips, most take place in the Summer holidays



# GETTING HELP AND ADVICE

---

If you need an advocate or information about your rights contact:

- Coram Voice
  - [www.coramvoice.org.uk/alwaysheard](http://www.coramvoice.org.uk/alwaysheard)
  - [help@coramvoice.org.uk](mailto:help@coramvoice.org.uk)
  - Freephone: 0808 800 5792 / 07758 670 369

For legal advice and information contact:

- Child Law Advice Service (Coram Children's Legal Centre)
  - [www.childlawadvice.org.uk](http://www.childlawadvice.org.uk)
  - 0300 330 5480
- Law Stuff (Coram Children's Legal Centre)
  - [www.lawstuff.org.uk](http://www.lawstuff.org.uk)
- Find a solicitor (Law Society)
  - [www.lawsociety.org.uk/find-a-solicitor](http://www.lawsociety.org.uk/find-a-solicitor)

For immigration advice contact:

- Migrant Children's Project (Coram Children's Legal Centre)
  - [www.childrenslegalcentre.com](http://www.childrenslegalcentre.com)
  - [mcpadvice@coramclc.org.uk](mailto:mcpadvice@coramclc.org.uk)
- Children's Advice Project (Refugee Council)
  - [www.refugeecouncil.org.uk](http://www.refugeecouncil.org.uk)
  - 0207 346 1134
- Find a solicitor (Law Society)
  - [www.lawsociety.org.uk/find-a-solicitor](http://www.lawsociety.org.uk/find-a-solicitor)

For housing and homelessness advice contact:

- Shelter
  - [www.shelter.org.uk](http://www.shelter.org.uk)
  - 0808 800 4444

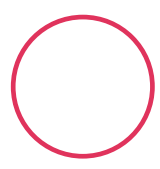
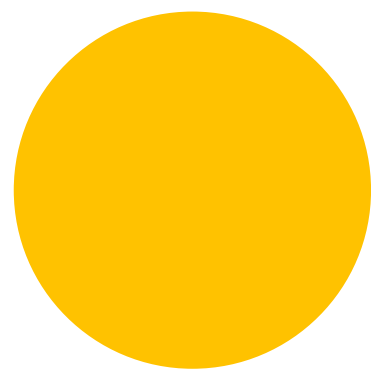
For care leavers with disabilities contact:

- SCOPE
  - [www.scope.org.uk](http://www.scope.org.uk)
  - 0808 800 3333
- Mencap
  - [www.mencap.org.uk](http://www.mencap.org.uk)
  - 0808 808 1111
- MIND
  - [www.mind.org.uk](http://www.mind.org.uk)
  - 0300 123 3393 or email [info@mind.org.uk](mailto:info@mind.org.uk)

Other advice and support services for care leavers:

- Help at Hand (Children's Commissioner)
  - <https://www.childrenscommissioner.gov.uk/help-at-hand/>
  - 0800 528 0731
- Care Advice Line (Become)
  - [www.becomecharity.org.uk/help-advice/care-advice-line/](http://www.becomecharity.org.uk/help-advice/care-advice-line/)
  - 0800 023 2033





**Three Circles Fostering Ltd**  
Dean Row Court Summerfield's Village Centre,  
Dean Row Rd,  
Wilmslow  
SK9 2TB

**Phone:** 01625 533531  
[Threecirclesfostering.com](https://www.threecirclesfostering.com)

Three Circles Fostering is a company registered in England. Company Registration Number: 07846546. Ofsted number: SC443768

Our Ofsted reports can be read here <https://reports.ofsted.gov.uk/>

Where possible, we have utilised [language that cares](#) through this document

